



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Project Manager, DP [Classified Competitive]			Salary \$30/\$77,767.37-\$110,979.19
Posting Number 177-17	Position Number 945672	Number of Positions 1	Posting Period * From: 10/3/2017 To: 10/17/2017
Location: OITS 25 South Stockton Street, 4th floor, Trenton			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Manages employees and contractors for the centralized desk side support team and the Office 365 in the cloud team. Manages additional projects as needed.

Reviews, creates and comments on MOU's, creates requests for contractors to supplement staff as needed, runs Steering Committee meetings. Educates staff, ensures adherence to IT and project best practices including formal documentation. As a manager, creates and maintains policy and procedures, PM best practices including create and maintain project charters, requirements documents, resource allocation matrices, project priority reports, project plans. Develops performance reviews for staff and recommends trainings.

Leads team meetings for desktop standardization, Office 365, and equipment upgrade/replacement rollouts. Manages budgets. Coordinates and manages projects within set budgets and schedules.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Five (5) years of experience in data processing systems design and analysis for a large public or private information processing facility, including at least three (3) years of experience with systems software in a multi programming, third generation communications environment, one (1) year of which shall have been in a supervisory capacity.

NOTE: Applicants may substitute a Master's degree in Data Processing or Computer Science for one (1) year of nonsupervisory experience.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

PSTMA@doh.nj.gov

- Mail the required documents to:

**Jill Velez, Executive Assistant 3
Management and Administration
Reference Posting #
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360**

Required documents:

- cover letter
- resume
- State of NJ Employment Application
(nj.gov/health/forms/dpf-663.dot).

** Responses received after the closing date MAY be considered if the position is not filled.*

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.